Food Facility Person-in-Charge Training

McHenry County Department of Health August 2018



- Take a **seat**
- Packets are at every seat for you to keep
- Please let us know if you are missing any documents at the end of the training – we will provide copies for you

Written Employee Health Policy

Employee Illness Reporting Policy

Facility Name: Facility Location: Effective Date:

The purpose of the Employee Illness Reporting Policy is to ensure that all food employees notify the Person-in-Charge (PIC) when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable diseases.

Policy (facility name)

is committed to ensuring the health, safety, and well-being of our employees and customers and complying with all related McHenry County Department of Health regulations. All food employees shall report if they are experiencing any of the following symptoms to their PIC:

- Diamhea
- Vomiting
- Jaundice
- Sore throat with fever
- · Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand, or any

Food employees shall also notify their PIC whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- Salmonella typhi
- Salmonellosis
- Shigellosis
- E. coli
- Hepatitis A virus
- Norovirus

In addition to the above conditions, food employees shall notify their PIC if they have been exposed to the following high-

- · Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses
- A member of their household is diagnosed with any of the above illnesses
- . A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the

Food Employee Responsibility

All food employees shall follow the reporting requirements specified above involving symptoms, diagnosis, and high risk conditions specified. All food employees subject to the required work restrictions or exclusions that are imposed upon them as specified in Illinois law, the regulatory authority or PIC, shall comply with these requirements as well as follow good hygienic practices at all times.

Person-in-Charge Responsibility

The PIC shall take appropriate action as specified in the Illinois Food Code and Control of Communicable Diseases Code to exclude, restrict, and/or monitor food employees who have reported any of the aforementioned conditions. The PIC shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the Food Code, is presented demonstrating the person is free of the disease causing agent or the condition has otherwise resolved.

The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all food employees who have been conditionally employed, or who are employed, complete the food employee health policy agreement and sign the form acknowledging their awareness of this policy. The PIC will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed.

The Person-in-Charge shall maintain an employee illness log

Additional Notes					

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Employee Health Policy Agreement

Volunteers are included and are required to sign an agreement

Employee Health Policy Agreement

Agreement between employee and Person-in-Charge

Food Facility:	
Address:	
Reporting Symptoms of Illness	Reporting Diagnosed Illness
The employee agrees to report to the Person-in-Charge when experiencing ANY of the following symptoms: Diarrhea Stomach cramps Vomiting Sore throat and fever Jaundice (yellowing of eyes or skin) Infected cuts, wounds, or boils with pus on the hands or wrists	The employee agrees to report to the Person-in-Charge when they have been diagnosed by a medical professional with: Norovirus Hepatitis A Shigalla spp. Shiga Toxin-Producing E. coli Salmonella Typhi (typhoid fever) Salmonellosis
Person-in-Charge to immediately notify local health department when aware of 2 or more food employees ill with gastrointestinal symptoms and continue to monitor employees for signs of illness.	The Person-in-Charge notifies the local health department about any employee with a diagnosed illness.
If Symptoms of Illness Occurs:	If Diagnosed Illness Occurs
If symptoms occur at work: Stop work immediately Report to management See a health practitioner / doctor Go home, return to work after symptom free for at least 48 hours If symptoms occur before reporting to work: Notify management Do not report to work until symptom free for 48 hours Call-In Procedure: The Person-in-Charge shall maintain a detailed record of all employee calls with acute gastrointestinal symptoms and action taken. The Person-in-Charge has final approval on all employees returning to work and verifying they have been symptom free for at least 48 hours prior to return.	 If an employee is restricted from work they are allowed to come to work, but their work duties may be limited to non-food handling and non-utensil handling. If an employee is excluded from work they are NOI allowed to come to work. If an employee is excluded from work for being diagnosed with one of the illnesses listed above, the employee will not be able to return to work until obtaining reinstatement approval from MCDH Communicable Disease Section. The Person-in-Charge may restrict or exclude an employee from work based on the type of symptoms reported and the severity.
No shall work with any of the above listed health conditions per the Illinois F I have read and understand all of the information contained in this doc Employee Printed Name:	rument. I understand that I have a responsibility to follow each step.
Employee Signature:	Date:
Person-in-Charge Printed Name:	

Implementation of an Effective Employee Health Policy

Foodborne illness prevention begins with properly trained staff not working when ill with vomiting, diarrhea, or jaundice; or if they have been diagnosed with a reportable communicable disease as listed in the Illinois Food Code and Control of Communicable Diseases Code.

The Employee Health Policy Agreement is designed to be used as a tool for the Person-in-Charge to assist with conforming to the requirements outlined in the Illinois Food Code and Control of Communicable Diseases Code for retail food facilities.

The Illinois Food Code requires a food facility Person-in-Charge to:

- 1. Recognize diseases that are transmitted by foods and the common symptoms of foodborne illness.
- Inform employees of reporting requirements.
- 3. Restrict or exclude affected food workers.
 - The Person-in-Charge must prevent food contamination by employees with certain symptoms of illness:
 <u>Restriction</u>: preventing an employee from working with exposed food, clean equipment, utensils and linens, and unwrapped

Exclusion: preventing an employee from entering or working in any part of the food facility

- 4. Notify the McHenry County Department of Health Communicable Disease Section at 815-334-4500
- 5. Inform food employees of the reporting requirements.
 - Employees must inform employers when they are experiencing common foodborne illness symptoms.
 - Managers should monitor the health of their current employees and future employees.
 - Managers should promote good communication and the reporting of illness.

Illness Reporting Log

Employee Illness Log

		Symptoms/ Illnesses Reported to the Manager							Diagnosed?		
Report Date	Employee Name	Vomiting**	Diarrhea**	Jaundice (yellowing of eyes or skin)	Fever	Respiratory (cough, sore throat, runny nose)	Action Taken	Date Returned to Work	E. coli O157:H7, Salmonella, Shigella, or hepatitis A	Called MCDH 815-334- 4585 Yes or No	

^{**}Employees with diarrhea or vomiting MUST BE EXCLUDED from work for at LEAST 48 HOURS after symptoms are gone.

The person-in-charge is required to notify the McHenry County Department of Health, if any food employees are known to be infected with Salmonella, Shigella, E. coli, the Hepatitis A virus, Norovirus, or other pathogen that can be transmitted through food. The Illinois Food Code requires food workers to report information about their health as it relates to illnesses that can be passed through food.

Written Clean-Up Procedure for Vomiting and Diarrheal Events

 Kit located onsite and staff knows location, trained on procedure, and staff knows who conducts clean-up

<u>Effecti</u>	ive Date:	
Purpo	se:	
	To minimize the risk of disease transmission to employees and/or customers; and To prevent the contamination of food, food contact surfaces, food preparation areas, and single use and single service items.	utensils, equipment
The fa	cility will maintain a clean-up kit consisting of:	
	Disposable hair cover Disposable shoe covers Sealable, plastic bag(s) with twist ties	
	ean-up kit shall be stored	(location) and
snall b	e easily accessible during all hours of operation.	
	will be trained on the use of the clean-up kit and the donning, use, and removal of personent (PPE).	onal protective
	event of a vomiting or fecal event at	(name of facility),
1.	Promptly remove ill employees, customers, and others from the impacted area (typic radius). $ \\$	ally a 30 foot
2.	Turn off any fans/air circulation in the impacted area to minimize movement of aero	solized particles.

Segregate the area by covering the vomit/fecal matter with single use disposable towel(s) or kitty litter
or saw dust, etc.
 Obtain the clean-up kit and don the appropriate personal protective equipment (i.e. disposable gloves,

5. Wipe up the matter with disposable towels and/or designated equipment and immediately dispose into a

mask, cover gown or apron, hair cover, shoe covers)

plastic garbage bag.

Procedure for the Clean-up of Vomit/Fecal Events

Facility:

- Utilize a disinfectant solution, as appropriate for the type of surface, on the impacted areas (typically
 within a 30 foot radius):
 - a. Mix a chorine solution at 1000 ppm (non-porous surfaces) to 5000 ppm (porous surfaces) [5 25 tablespoons of household bleach (5.25%) per gallon of water as recommended by the Centers for Disease Control and Prevention]; or
 - Utilize a quaternary ammonium sanitizer that is approved effective for Norovirus and is listed on
 the EPA's registered list of approved products (https://www.epa.gov/pesticide-registration/list-g-epas-registered-antimicrobial-products-effective-against-norovirus); or
 - c. Use any other EPA-registered norovirus disinfectant.
 - food contact surfaces will be sanitized using standard, approved sanitizing agents per code requirements.
- 7. Apply the disinfectant to the affected area. If a bleach solution is utilized, it will be allowed to remain wet for at least 10 minutes. If using another, approved disinfectant, it will be utilized per the manufacturer's specifications. Areas that cannot be disinfected with disinfectant solution will be cleaned by other means (i.e. steam cleaning of carpets).
- 8. Unused, disinfectant solution will be disposed into the utility/mop sink.
- Disposable gloves, mask, and/or cover gown/apron will be removed and placed into a plastic garbage bag.
- Disposable tools/equipment will be discarded into the plastic garbage bag. Non-disposable tools will be cleaned and sanitized.
- 11. Garbage bags will be immediately removed to the dumpster area.
- 12. Employees will immediately and thoroughly wash hands prior to returning to any other assigned duties
- 13. Restrooms will be disinfected.
- 14. Any exposed food or food handled by the individual who had the event will be discarded.
- The incident will be documented per establishment procedures.

Additional Notes:			

All forms are available on our website:

https://www.mchenrycountyil.gov/countygovernment/departments-a-i/health-department/environmentalhealth/food-protection-program/educational-materials

https://www.mchenrycountyil.gov/countygovernment/departments-a-i/health-department/environmentalhealth/food-protection-program/fda-model-food-code

- Hand washing signs
 - Must be at all employee hand sinks and restrooms
- Probe Thermometers
 - Staff is trained on how and when to calibrate
- Providing Barriers with ready-to-eat food
 - Gloves, tongs, utensils, etc.
- Sanitizer Testing Strips
 - Dishwasher and 3-compartment sink
 - Quaternary Ammonium
 - Chlorine Bleach
 - Heat dishwashers do not need chemical sanitizer strips, but need heat reactive strips



MCHENRY COUNTY DEPARTMENT OF HEALTH DIVISION OF ENVIRONMENTAL HEALTH 2200 NORTH SEMINARY AVENUE WOODSTOCK, ILLINOIS 60098 PH: 815-334-4885

FAX: 815-334-4637 WEBSITE: www.medh.info

Food Establishment Self-Inspection Checklist								
Checklist Completed By:	Date: Time:							
S = SATISFACTORY N = NEEDS IMPROVEMENT C = NEEDS IMMEDIATE CORRECTION								
Note: The items that are bolded are priority violations that require immediate correction.								
FOOD RECEIVING AND STORAGE PRACTICES	S	N	С	ACTION TAKEN				
Food items are received from approved sources.								
Food is wholesome and in good condition.								
Upon receipt, foods are temped and stored at proper temperatures.								
Food is labeled and stored above the floor.								
Food storage rooms are clean and organized.								
COLD STORAGE OF FOOD	S	N	C	ACTION TAKEN				
Cold foods are stored or displayed at 41°F or below.				Food:*F				
Prepared time/temperature control for safety food (TCS) has date and time labels for cooling.								
Prepared or opened TCS food held > 24 hours date marked for no more than 7 days and held \leq 41°F (add a of max 6 days from date of prep or opening).								
Proper disposition of returned, previously served, reconditioned, and unsafe food.								
Refrigerator temperatures are 41 $^{\rm o}{\rm F}$ or below, and thermometers are present and visible.				Date:°F				
Frozen foods are frozen solid.								
Food products protected by food grade containers/covers.								
No direct bare hand contact with ready-to-eat food.								
COOKING AND SERVICE	S	N	С	ACTION TAKEN				
Hot TCS food held at 135°F or above.	_							
Cold TCS food held at 41°F or below.								
Time as a public health control in place – TCS food cooked, served, or discarded at end of 4 hours (no raw eggs for highly susceptible population). Written procedures available for review by staff and MCDH.								
Sliced beef, steaks, pork, fish, and cook to order eggs cooked to 145°F for				Food:				
15 seconds.				Temp:°F				
Ground meat and pooled eggs for later service are cooked to 155°F for 15				Food:				
seconds.				Temp:°F				
Poultry, stuffed meat and pasta, TCS food cooked in microwaves, and previously prepared and cooled foods are cooked or reheated to 165°F for				Food:				
15 seconds within 2 hours using stoves, ovens, grills, or microwaves only. Reheating to 165°F for hot holding or any temperature for individual orders.				Temp:°F				
Thermometers are calibrated.								
Thermometers used to verify food temperatures at all preparation steps.								
Consumer advisory provided for raw or undercooked food (on menu or posted).								
CHECKLIST CONTINUED (ON E	BACI	K					

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THE OWNER BY A STREET AND THE ANIMALS	_			
EMPLOYEE PRACTICES AND TRAINING	S	N	C	ACTION TAKEN
Employees wear clean clothing and effective hair restraints. Fingernails are trimmed, filed, and clean.				
Employees preparing food are not wearing jewelry on arms or hands				
(exception: plain band rings).				
Hand sinks accessible, in good repair, and stocked with soap and paper				
towels.				
Employees wash hands only at designated hand sinks, and barriers are				
used to turn off faucets and to open door handles.				
Employees wash hands before starting work and after breaks.				
Employees use good hygiene practices while handling food.				
Employees observed washing hands between tasks (handling raw meats,				
garbage, mop, etc.).				
Employees free of any illness, cuts, or infections.				
Employees do not eat, drink, or smoke in food preparation, food service,				
and food storage areas.				
Food Protection Manager(s) onsite supervising food staff.				Name:
Food handlers complete food handler training within 30 days of employment.				
KITCHEN AND EQUIPMENT	S	N	C	ACTION TAKEN
Sanitizing rinse at 3 compartment sink is at proper concentration and test				Water Concentration:
kits are onsite.				ppm chlorine / quat / iodine
Dishwasher final rinse at proper sanitizer concentration or temperature				Water Concentration:ppm chlorine
with test kit or thermometer present.				Water Temperature:°F
Chemicals are labeled and stored separate or below food and single service				
items.				
All food equipment is clean and in good repair.				
Food service sinks are cleaned and sanitized before use.				
All food equipment is washed, rinsed, and sanitized after use.				
FACILITY	S	N	C	ACTION TAKEN
Water from an approved source.				
Hot and cold running water under pressure during all hours of operation.				
Proper sewage and waste disposal.				
Proper plumbing for equipment (open site drain, air gaps, back flow				
prevention device).				
Effective pest control in use, doors and windows closed, and free of insect				
and rodent infestations.				
Dumpster lids kept closed and dumpster area kept clean.				
Walls, floors, and ceilings kept clean and in good repair.				
Restrooms cleaned and stocked with soap, paper towels, and waste can; and				
women's restroom has lidded receptacle for feminine sanitary products.				
EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE	S	N	C	ACTION TAKEN
Fire, sewage backup, no hot/cold running water, no electricity, utility				IMMEDIATELY contact MCDH
interruptions, and inability to clean and sanitize.				at 815-334-4585

Additional Comments:		

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- Not required, however, it is highly recommended
- Self-inspections / Active Managerial Control
- Checklist is available on our website:

https://www.mchenrycountyil.gov/county-government/departments-a-i/health-department/environmental-health/food-protection-program/educational-materials

Receiving of Food

 Approved sources, temperatures, disposition of packaging and food, procedure for unacceptable items, storage

Cold Storage and Hot Holding Units

 Temperatures, date marking, disposition, thermometers are working and visible

Cooking

Temperatures, thermometers, quickchilling options

Employee Practices (Person-in-Charge)

 Ill employees restricted or excluded from food handling, no jewelry, artificial nails / nail polish policy of glove use, clothing, hair restraints, hand washing review

Sanitation and Equipment

oppm of sanitizer, heat temperature, setup of 3-compartment sink, drying, cleaned sinks, good repair, storage

Facility Requirements

 Water availability and temperature, pest management, garbage, waste disposal, restrooms

Emergency Requirements

- Closures, etc.
- Emergency handbook for food managers available on our website

https://www.mchenrycountyil.gov/county-government/departmentsa-i/health-department/environmental-health/food-protectionprogram



Emergency

Person-in-Charge / Active Managerial Control

Review of Person-in-Charge

- An individual present at a food establishment who is responsible for the operation at the time of inspection
- Responsibilities of Active Managerial Control:
 - Having no Priority items during inspection
 - May be a Certified Food Protection Manager
 - Responding correctly to practitioner's questions (17 items stated in the Food Code [reference section 2-102.11])

Certified Food Protection Manager

Category Risk I Food Facilities

- Illinois Department of Public Health certification no longer required
- Staffing of a Certified Food Protection Manager is needed at all times handling and preparing food is being done
- Keep certificate onsite at all times

Category Risk II Food Facilities

- Illinois Department of Public Health certification no longer required
- Staffing of a Certified Food Protection Manager is needed 30 hours or less (if your facility is open less than 30 hours)
- Keep certificate onsite at all times

Food Handler Training

- Food Handler Definition: an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces.
- 2 hour online course
- Must have within 30 days of hire
- Certificates must be held onsite

Allergen Awareness Training

- All Category I (Restaurant) Food Facilities are required to take allergy awareness training
 - All <u>Certified Food Protection Managers</u> must complete training
 - Restaurant defined as any business that is primarily engaged in the sale of ready-to-eat food for immediate consumption.
 - Non-restaurants are exempt.
 - Examples: grocery stores, convenience stores, daycares, schools, assisted living, or long-term care facilities.
- Schools, Daycares, and Churches are not required to take allergen training
 - If desired, it can be taken online (2 hour course)

Questions, Comments, Concerns

- Be sure you signed in on the attendance sheet!
- We will provide letters affirming attendance of training
 - o(this training counts as a routine inspection)
 - Christine Miller

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